



2012- 2013

Department of Public Instruction
125 South Webster Street
Madison, WI 53703

Title I, Part D, Subpart 2
2012-2013 Application Process

General Information and Application Instructions

**All Materials DUE:
August 31, 2012**

[Title I, Part D, Subpart 2 Application Information]
*Prevention and Intervention Programs for Children and Youth who are
Neglected, Delinquent, or At-Risk*

SECTION 1401. PURPOSE AND PROGRAM AUTHORIZATION FOR TITLE I, PART D, SUBPART 2

(a.) PURPOSE – It is the purpose of this program to

- (1) improve educational services for children and youth in local and state institutions for neglected or delinquent children and youth so that such children and youth have the opportunity to meet the same challenging state academic content standards and challenging state student academic achievement standards that all children in the state are expected to meet;
- (2) provide such children and youth with the services needed to make a successful transition from institutionalization to further schooling or employment; and
- (3) prevent at-risk youth from dropping out of school, and to provide dropouts, and children and youth returning from correctional facilities or institutions for neglected or delinquent children and youth, with a support system to ensure their continued education.

General Instructions for Grant Applications:

Title I, Part D, Subpart 2 - Paper Application is due August 31, 2012.

Please read all instructions and complete all sections of each application prior to submitting to the Department of Public Instruction (DPI):

1. General Information – Contact information, i.e., mailing and e-mail address, telephone and fax numbers, etc.
2. Assurances – Statements that ensure the grantee will carry out the goals established within the application and adhere to all state and federal fiscal guidelines.
3. Certification and Signatures – Signature confirms all information is complete and accurate within the grant application.
4. Certification Covering Debarment – Certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510 (affirms the district will not do business with any firm barred from receiving federal funds).
5. Instructions for Certification – This certification is the detailed debarment agreement.
6. Abstract – Summarize the key elements necessary to communicate the purpose of this grant. Please include all the key summary points necessary to communicate the overall purpose for requesting grant funds.
7. Statement of Need – Provide background data and related information to justify the selection of this project. The narrative will provide the reader with sufficient evidence that this project is of such size, scope, and quality as needed to be effective. Please be specific and show examples.
8. Goals and Objectives – Identify goals that are based upon a thorough assessment of objective data about the project. Goals may be valid for multiple years. When developing goals, please keep in mind the overall purpose of the project.
9. Narrative – Applicants for Title I, Part D, Subpart 2 funds for serving delinquent and at-risk pupils in the district or local institution will respond to questions 1-13; applicants for

neglected programs will answer questions 5, 6, 7, and 13. Please note that a formal agreement is needed between the Local Education Agency (LEA) and the institution.

10. Budget Summary – Place a zero in empty cells within the fill-enabled downloadable application to allow formula addition and subtraction to work properly. The original budget will allow you to make revisions; submit this page with appropriate revisions. Please provide a detailed description and explanation for any budget revision. Submit budget revision requests at least 30 days prior to expenditure of grant monies. June 30, 2012 is the final date for submission of budget revisions.
11. Budget Detail – The budget detail pages must agree with the overall budget summary. The budget detail must be adjusted to reflect any or all budget revisions. Please note that on the Personnel Summary all staff must hold the appropriate licensure.

2012-2013 Elementary and Secondary Education Act (ESEA) Consolidated Application - Title I, Part D, Subpart 2

Neglected Only – Electronic Application is due August 31, 2012.

An institution for neglected children is defined as: A public or private residential facility, other than a foster home, that is operated primarily for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable state law, due to abandonment, neglect, or death of their parents or guardians.

Please access the ESEA Consolidated Application using your username and password assigned by your school district.

Districts that elect to serve as the fiscal agent for a residential institution that declares its primary mission as service to **only neglected** students and where the two entities have established close collaboration and coordination in planning for Title I D programming and professional development within the consolidated plan, will include the strategies/activities and services to be provided related to the performance indicators in the Program Plan section and complete the Title I D budget pages.

The districts and institutions that will file this type of electronic application are:

- **La Crosse** – Family and Children’s Center
- **Waupaca** – Tomorrow’s Children

2012-2013 ESEA Consolidated Application - Title I, Part D, Subpart 2

Delinquent Only – Paper Application is due August 31, 2012.

An institution for delinquent children and youth is defined as: A public or private residential facility that is operated primarily for the care of children who have been adjudicated to be delinquent or in need of supervision.

Districts that have residential institutions that declared the primary mission of the institution as serving **only delinquent children and youth** must complete a separate stand alone application.

The Title I, Part A ESEA coordinator and a Title I D coordinator will work with the institution to complete each section of the application and follow through with submittal by the timeline.

The districts and institutions that will file this type of paper application are:

- **Appleton** – Outagamie County Juvenile Detention
- **Ashland** – Prentice House
- **Eau Claire** – Eau Claire Academy
- **Kenosha** – Kenosha County Detention Center
- **Kettle Moraine** – Lakewood School/Lad Lake, Inc.
- **Madison** – Dane County Detention Center
- **New London** – Rawhide Boys Ranch
- **Norris** – Norris Adolescent Center
- **Racine** – Juvenile Detention Center
- **West Bend** – Tri-Center Alternative School/Youth Treatment Center
- **West DePere** – Family Services Residential Treatment Center

Stand Alone Paper Application – District Serving as a Fiscal Agent *Neglected Only* – Paper Application is due August 31, 2012.

Districts that serve as the fiscal agent for a residential institution eligible for Title I, Part D, Subpart 2 services that have declared that its primary mission is to be **only neglected** will ensure that a collaborative stand alone application is developed and submitted. The type of program needed at this institution may vary greatly from the district's Title I A supplementary educational program. The Title I A coordinator works closely with the institution representatives to ensure the information requested in the application is complete and accurate prior to filing it with the DPI. The district as the fiscal agent ensures the program is operated in accordance with the federal Title I legislation. The program developed is focused upon the academic needs of eligible students and must be supplementary to the institution's education program.

The institution that will file this type of paper application is:

- **Oconomowoc** – Oconomowoc Developmental Training Center (ODTC)
- **Prairie du Chien** – Wyalusing Academy

DPI Approved External Service Provider for Neglected Only Services

The district that has a residential institution within its boundaries and is always recognized by the federal government as the official fiscal agent to be notified of Title I D funds. When the district finds it cannot serve in that capacity, it signs off as the service provider by notifying DPI that it will not be serving as the Title I D fiscal agent. DPI then seeks and approves a Cooperative Educational Service Agency (CESA) or other agency as the service provider. If the residential institution has declared its primary mission to serve **neglected** students, a separate stand alone application is to be submitted.

Please note on page 6 of the application, the questions that should be responded to in the narrative are specified for **neglected only** projects.

The districts and institutions that will be served in this manner in 2012-2013:

- **Howards Grove** – Howard Jansen Learning Center, Willowglen Academy (*Served by CESA 1*)
- **Milwaukee** – Cornerstone, Willowglen Academy (*Served by CESA 1*)

District Approved External Service Provider for Delinquent Only Students

When a district has signed off as the fiscal agent and a CESA or other provider has been approved by DPI to administer a residential institution's Title I, Part D, Subpart 2 program that has declared its primary mission to serve **delinquent** students, a paper application must be developed. A letter of authorization from the district will be needed if the CESA is to serve in this capacity.

The districts and institutions that will be served in this manner in 2012-2013:

- **Milwaukee** – St. Aemilian/Lakeside, Inc. (*Served by CESA 1*)
- **Milwaukee** – St. Rose Youth and Family Center (*Served by CESA 1*)
- **Wauwatosa** – Carmelite Home (*Served by CESA 1*)
- **Wauwatosa** – Milwaukee Academy (*Served by CESA 1*)
- **Wauwatosa** – Plank Road Complex/Detention Center (*Served by CESA 1*)
- **Webster** – Northwest Passage (*Served by CESA 11*)
- **Wittenberg-Birnamwood** – Visions Jr./Sr. High School – Homme Youth and Family Program (*Served by CESA 8*)

DPI Approved External Service Providers for Neglected and Delinquent Student Services

Some residential institutions may be serving both neglected and delinquent students. Funding will be received on the basis of the primary service definition the institution provided during the annual survey. However, programming may address the needs of both. When the application is developed, information should be provided in the abstract and in the needs statement and goals narrative, clearly describing the population to be served. District/CESA Title I, Part A or Part D coordinators and institution staff should collaborate to ensure all components of the application are completed accurately before submission. There may be questions for which non-applicable is the appropriate response due to the nature of the institution's mission. These applications are to be submitted by the official public school or CESA administrator. DPI cannot accept an application submitted by the residential institution. Title I, Part A coordinators should ensure the assurances, debarment, and general information sections are complete. Institution representatives should ensure the abstract description is current and accurate. District/CESA Title I A coordinators and institution representatives should ensure the Quality Indicators are developed to help measure the effectiveness of the Title I D programs. A set of Quality Indicators must be used to plan and evaluate the 2012-2013 Program. A copy of the Local Evaluation Plan (Quality Indicators/Results) with the section completed on 2011-2012 results should be forwarded with the 2012-2013 application. The 2011 End-of-Year Project Report (Program Summary Evaluation) should also be submitted with these materials.

Materials which need to be submitted to DPI by August 31, 2012:

- **Title I, Part D, Subpart 2 – Neglected and Delinquent Program Application (PI-9550)**
- **Title I, Part D, Subpart 2 – Local Evaluation Plan (Quality Indicators and Results) for 2011-2012**
- **2011-2012 Program Evaluation Summary Title I, Part D, Subpart 2 (PI-9576-D2)**
- **Title I, Part D, Subpart 2 – Local Evaluation Plan (Quality Indicators with Instructional Strategies/Measurement) for 2012-2013**

Please prepare your Local Evaluation Plan (Quality Indicators with Instructional Strategies/Measurement) Form specifying the strategies and measurements to be used in measuring the student outcomes. Please submit a copy with the application and retain a copy for your records. In the spring you will complete the results column and provide a completed copy to the DPI with your 2012-2013 application in August 2014.

Please submit all materials by August 31, 2012, to:

**Wisconsin Department of Public Instruction
Title I and School Support Team
Attn: Faye Bokelman
PO Box 7841
Madison, WI 53707-7841**